

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE LOS ANGELES POLICE DEPARTMENT  
AND  
THE UNITED STATES SECRET SERVICE**

The Los Angeles Police Department (LAPD) Major Crimes Division and the United States Secret Service (USSS) enter into this Memorandum of Understanding (MOU), which becomes effective with the signatures of both parties and remains in effect until terminated by the mutual agreement of the LAPD and the USSS or upon 30 day written notice by either party to this agreement.

**I. AUTHORITY**

This MOU is established pursuant to provisions of the Treasury Forfeiture Fund Act of 1992, 31 USC 9703, as amended. This act established the Department of the Treasury Forfeiture Fund and authorized the payment of certain overtime expenditures, travel, fuel, training, equipment and other similar costs of state and local law enforcement officers, that are involved in joint operations, with a Department of the Treasury law enforcement organization, as prescribed in 31 USC 9703 (a)(1)(I)(hereinafter "overtime costs and other expenses").

**II. PURPOSE**

This MOU establishes the procedures and responsibilities of both the LAPD and the USSS for the reimbursement of certain overtime costs and other expenses pursuant to 31 USC 9703.

**III. CONDITIONS AND PROCEDURES**

**The parties agree to the following conditions:**

- (a) The LAPD may request reimbursement of payment of overtime costs and other expenses directly related to work performed by its officer(s) assigned to assist the USSS Los Angeles Electronic Crimes Task Force in conducting official investigations. The LAPD will submit all requests for reimbursement payments, together with appropriate documentation, to the USSS Los Angeles Electronic Crime Task Force Supervisor. Request for reimbursement will be based solely upon overtime worked and other expenses performed on behalf of the USSS Los Angeles Electronic Crime Task Force.
- (b) All reimbursement hours of overtime costs and all other expenses covered under this MOU must be approved and certified by the USSS Los Angeles Electronic Crimes Task Force supervisor.

The reimbursable overtime payments will be based upon the actual hourly overtime rate, exclusive of matching employer contributions for any taxes or benefits.

- (c) The USSS Los Angeles Electronic Crimes Task Force supervisor will forward all approved reimbursement requests through the Special Agent in Charge, Criminal Investigative Division, Office of Investigations, to the Treasury Forfeiture Fund's payment agent, U.S. Customs National Finance Center.
- (d) During the period of assignment to the Los Angeles Electronic Crimes Task Force, the LAPD will remain responsible for establishing the salary and benefits, including overtime of the officer(s) assigned to the Task Force and making all payments due to them. Reimbursement under this MOU is contingent upon the availability of mandatory funds allocated to the USSS through the Department of the Treasury Forfeiture fund.
- (e) The LAPD shall permit and have readily available for examination and auditing by the USSS, the Department of Treasury, the Controller of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts or expenditures relating to this agreement. They shall maintain all such records and reports until all audits and examinations are completed and resolved, or for a period of three (3) years, whichever is sooner.
- (f) Payments may be made to the extent they are included in the USSS Fiscal Year Plan and the monies are available within the Department of Treasury Forfeiture Fund to satisfy the request(s) for reimbursable expenses. It should also be understood that the total amount(s) made available to the USSS through the Department of the Treasury Forfeiture Fund, for reimbursement to the LAPD, could change at any time.
- (g) Pursuant to the Treasury Executive Office for Asset Forfeiture directive number 18, the maximum reimbursement entitlement for overtime costs to any one law enforcement official cannot exceed fifteen-thousand (\$15,000.00) dollars during the fiscal year.
- (h) This document does not obligate funds. Funding authority will be provided through other documents.


- (i) The LAPD shall provide the USSS within 10 days of the signing of this MOU, with their agency's mailing address, contact name, telephone number and tax identification number. Further, this agency must provide the name, account number and American Bankers Association routing number of the financial institution where the LAPD wants the Electronic Funds Transfer payment deposited for the reimbursement of overtime salary costs. Failure to provide this information within the prescribed period of time will nullify this MOU agreement.

#### IV. REVISIONS

The terms of this MOU may be amended upon the written approval of both the LAPD and the USSS. Such amendment is effective upon the date of approval.

U.S. Secret Service  
Los Angeles Field Office

Los Angeles Police Department


  
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Jesse Baker  
Special Agent In Charge

  
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Michel R. Moore  
Chief of Police

Date: 10/2/18

Date: 9-18-18

U.S. Secret Service, Office of Investigation  
Criminal Investigative Division

  
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SAIC - CID

Date: 10/12/18